

Prepare Records for Scanning

Before bringing any new data into TE through scanning, it is recommended that you prepare the answer sheets and test records to minimize errors when scanning.

Students are given specific directions for marking answers.

Directions for marking answers	Right	Wrong
<ul style="list-style-type: none"> Use No. 2 pencil only Do NOT use ink or ballpoint pen 	<ul style="list-style-type: none"> Make dark marks that fill oval completely Erase cleanly any answers you change 	
	① ● ② ③	① ✗ ② ③ ④ ① ② ③ ④ ① ② ③

To prepare for scanning, visually inspect answer sheets and test records for quality of marks. This will ensure that all bubbled information reads correctly when scanned.

- Fill in marks that do not fill the oval.
- Darken marks that may be too light for the scanner to read properly.
- Erase errant marks and answers that were not erased cleanly.

Take note of the **ID** and **Date** fields for accuracy.

③ ★ STUDENT IDENTIFICATION [12 digit bubbles] ① ① ① ① ① ① ① ① ① ① ① ①	④ GENDER <input type="radio"/> Male <input type="radio"/> Female ⑤ DATE OF BIRTH MM DD 19 YY	⑥ HIGHEST YEAR OF SCHOOL COMPLETED [2 digit bubbles]	④ FORM NUMBER [4 digit bubbles]	⑤ TEST DATE MM DD 20 1 Y
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- Knowing the format of an ID assigned to your students, ensure entries in the **Student Identification** field match that format.
- The **Date of Birth** field requires leading zeros for month and day if single digits.
- The **Highest Year of School** field also requires a leading zero if the number of years is a single digit.
- Use scanning overrides for **Class ID**, **Program Entry Date**, test **Form Number**, and **Test Date** when possible (recommended).

Even though you may be diligent with preparing forms to scan, you will have the opportunity to edit any scanned information due to scanning errors prior to importing the data.